



To: Deltona City Commission  
From: Dave Denny, Acting City Manager  
Subject: Weekly Courtesy Report  
Date: February 22, 2013

**CITY MANAGER'S OFFICE** thru 02/22/2013

**2<sup>nd</sup> Annual City of Deltona Job Fair Attracting Diverse Job Pool:**

The City of Deltona's 2013 Job Fair has signed up more than 15 employers to date, representing the medical industry, as well as the broadcasting, financial consulting and landscaping fields. The City is partnering with the Center for Business Excellence, and Workforce Central Florida, for the Fair which takes place at the Deltona Municipal Complex, from 9:00 a.m. until 2:00 p.m. on Friday, March 15<sup>th</sup>. Attendees are encouraged to bring resumés for specific employers and industries, and it is recommended to observe a professional or business casual dress code. Pre-registration is also advised—go to [www.employflorida.com](http://www.employflorida.com). On-site registration will also be available. For registration assistance requests, call 386-561-9784.

**Communication** (Lee Lopez, Public Information Officer):

- Update DeltonaTV programming and schedule for the Week of February 23<sup>rd</sup>.
- Working on License Modification Application for the City's AM "Traveler" radio station.
- Working with HR Department to create "Intermittent Photographer" position.
- Working on the March issue of the employee newsletter The Pride.
- Updated messages for City Welcome signs on Howland and Saxon Blvds.
- Created DeltonaTV slide and PSA for 2013 Wags N Whiskers event.
- Completed production for Deltona Water training video, "Hydrant Flushing".
- Created bus shelter poster for 2013 Job Fair.
- Working with Economic Development Department on Audubon Park Dedication.
- Working with Pelican Productions on the video production for the broadcast program on the "Love Your Heart" 5K Race.
- Completed production on proposed program, "Economic Development Report: SunRail & Deltona", for broadcast on DeltonaTV.
- Preliminary production on proposed program about the municipal history of Deltona, for broadcast on DeltonaTV.
- Working on City's Annual Report.
- Working with Clerk's Office for agenda items—Communication Methods & New Proposed Programming—for March 11<sup>th</sup> Commission workshop.
- Working on records request of Thornby Park Dedication video, for Sandy Walters.
- Working with the Mayor's Office to arrange a videotape interview session with resident Douglas Hallahan (Legion of Honor recipient).
- Created DeltonaTV slide, and pre-production for Deltona TV PSA, for 2013 Job Fair.
- Working with Economic Development Department on classification of efforts as "earned media".
- Pride photo ops—Lori Montague's pre-wedding breakfast, Mitch Honaker's birthday.
- Live broadcast of the February 18<sup>th</sup> Commission Meeting and recorded for later broadcast.

- Worked with Dan O’Hanlon to prepare his Power Point presentations for the two day FDEP training sessions in the Chambers.

**Media Relations:**

- EDAB Recruiting
- Job Fair/Update

**Press Releases:**

- Provided information regarding Steve Thompson’s severance package to Al Everson/West Volusia Beacon.
- Provided information regarding Commission salaries to Al Everson/West Volusia Beacon.
- Provided information regarding “Love Your Heart” 5K Race to Kathleen Rasche/ Daytona News Journal.
- Provided preliminary information regarding the NSP program to Mark Harper/ Daytona News Journal.
- Directed WKMG/Ch. 6 reporter to contact the VCSO regarding the burned vehicle associated with a hit & run in Deltona.
- Provided information regarding a propane gas leak to Patricio Balona/Daytona News Journal.

**Business Development** (Jerry Mayes, Economic Development Manager):

- Met with City Staff to discuss the Deltona Enterprise Zone initiative plan, the application process, the benefits, and the Florida legislative support needed.
- Forwarded the minutes from the February 8<sup>th</sup> meeting and the agenda for the March 8<sup>th</sup> meeting of the Deltona Economic Development Board (DEDAB) Sub-committee on the Miro-incubator study to the DEDAB board members. The upcoming meeting will focus on subsidies to recommend at the next Commission workshop.
- Met with City Staff to discuss the potential dedication of the Audubon Park (Doyle Road and Lush Lane), which would enhance “Eco-Economic Tourism” efforts in south Deltona; tentative dedication set for early March.
- Met with the Mayor to discuss the proposed Audubon Park Dedication ceremony.
- Attended the “Love Your Heart 5K” run on Saturday, February 16<sup>th</sup>. The event, sponsored by Halifax Health, started at Deltona Middle School and followed the “River-2-Sea Trail” to Thornby Park. There were over 200 participants and over \$4,400 was raised for the American Heart Association.
- As a part of the business outreach program, participated in the monthly Economic Practitioners Conference call hosted by Keith Norden. A list of potential business recruitment candidate companies was reviewed.
- Met with Commissioner Lowry to discuss economic development in Deltona, projects underway, projects proposed, the Economic Development Office’ Annual Report & 2013 Projections.
- As the Municipal Representative, attended a meeting of the Deltona Middle School’s SAC (School Advisory Committee) meeting.
- Met with City Staff to discuss logistics for the Job Fair, scheduled for Friday, March 15<sup>th</sup>.
- Met with Wiley Deck (Chief of Staff) and John Booker of US Congressman John Mica’s staff.

**BUILDING & ENFORCEMENT SERVICES** (Dale Baker, Director) thru 02/15/2013

**Building Services Division:**

Building Permits issued for the week..... 66  
Valuation of work permitted for the week ..... \$595,474  
Inspections completed for the week ..... 156

Total Permits issued for Fiscal Year 12/13 ..... 1052  
 Valuation of work permitted for the year 12/13..... \$14,194,506

Permits Issued:

A/C Change Out .....	7
Addition.....	1
Building Residential .....	1
Door Replacement.....	7
Dumpster Enclosure .....	1
Electrical.....	3
Fence.....	11
Garage Door Replacement.....	3
Interior Repair/Renovation .....	3
Patio Cover .....	2
Plumbing.....	1
Pool In-ground.....	2
Reroof.....	7
Right of Way .....	1
Screen Enclosure .....	1
Shed .....	2
Site Engineering .....	1
Solar Panel.....	4
Water Heater Replacement.....	5
Window Replacement .....	3
<b>Total</b>	<b>66</b>

**Enforcement Services Division:**

Requests for services this week .....	325	
Animals impounded at the humane societies .....	30	
Citation warnings issued .....	37	
Courtesy notices .....	197	
Abatement notices .....	6	
Citations issued .....	7	
Code Enforcement telephone calls .....	129	
Animal Control calls .....	126	
Solid Waste calls .....	50	
Citizen walk in requests for Code Enforcement assistance .....	7	
Citizen walk in requests for Animal Control assistance .....	20	
Citizen walk in requests for Solid Waste assistance .....	1	
Properties requiring grass to be cut by contractors .....	0	(at a cost of \$0)
Certified mailings sent out .....	10	(at a cost of \$61)
Money collected for Animal tags, liens and return to owners .....	\$355	
Foreclosures for this week: Deltona	28	
County	<u>58</u>	
Total	86	

**CITY CLERK'S OFFICE** (Joyce Kent, City Clerk) thru 02/15/2013

2nd Floor HR/CC Walk-In Customers ..... 101  
 2nd Floor Calls Answered ..... 34

Packages Received .....	54	
Packages Picked Up .....	1	
A/P Invoices Opened .....	135	
Newspapers .....	18	(10 hours)
Public Records Requests Received .....	6	
Public Record Request Amount Received .....	\$1.20	
Documents imaged, pages .....	5,632	
Large scale drawings imaged, pages .....	61	

**FINANCE DEPARTMENT** (Bob Clinger, Finance Director) thru 02/20/2013

- Working on providing information to County and other Volusia cities regarding Local Option Gas Tax agreement renewal.
- Met with Building Division to discuss fire inspection invoicing and collection issues.
- Met with Acting City Manager to review Budget calendar and budget process.
- Meet with Code Enforcement to discuss parking tickets.
- Met with Utility/Public Works staff to review fixed assets procedures.
- Met with Wells Fargo to discuss Swaption.
- Working with City’s Financial Advisor on RFP for bond underwriter and timeline for Swaption.
- Working on all phases of FY 11/12 Audit.
- Updating Contracts software.
- Prepared agenda memo for items going to auction for Commission review on March 4<sup>th</sup>.

<u>LBT ACTIVITY - January 2013</u>	<u>COUNT/AMT.</u>
RENEWALS	196
RESIDENTIAL RENTAL RENEWALS	182
NEW RESIDENTIAL BUSINESS	23
NEW RESIDENTIAL RENTALS	15
NEW COMMERCIAL	2
NON-PROFITS	0
EXEMPT/ISSUED	2
WALK-INS	115
BUSINESS TAX REVENUE COLLECTED	\$ 7,694.75
FIRE INSPECTIONS REVENUE COLLECTED	\$ 4,750.00
JAN 2013 - 20% LATE NOTICES	768
FIRE INSPECTIONS NOTICES 10-12/12	204

**FIRE/RESCUE DEPARTMENT** (Fire Chief Robert Staples) thru 02/19/2013

**Fire Chief Staples:**

- Attended the Central Florida Fire Chiefs’ Association monthly meeting.
- Held a Pinning Ceremony to recognize two personnel recently promoted, and to honor personnel that have attained various levels of tenure with the City / Fire Department.

**Deputy Chief Rogers:**

- Alarm summary 2/12/2013 to 2/18/2013  
 Structure fire 0

Vehicle fire	1
Wild land, grass, trash	1
Miscellaneous fire	3
ALS medicals	64
BLS & miscellaneous medicals	61
Hazardous condition	3
Service calls	14
Good intent	18
<u>False alarms</u>	<u>8</u>
TOTAL	173

• Apparatus Update:

E61 FD-1233	Out of Service at Fleet – preventive maintenance and miscellaneous repairs .
E62 FD-0655	In Service at Station 62.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	In Service at Station 64.
E65 FD-0900	Out of Service at Fleet – preventive maintenance.
Resv A FD-9925	In Service at Station 61.
Resv C FD-0214	In Service at Station 65.
Ladder FD-0300	Out of Service at Fleet – hydraulic issues.
R61 FD-0910	In service at Station 61.
R62 FD-0754	In Service at Station 62.
Brush 61	In Service at Station 61.
Brush 62	Out of Service at Fleet – pump problems (1981 International, difficult to get parts)
Brush 63	In Service at Station 63.
Brush 64	In Service at Station 64.

**Deputy Chief Rafferty:**

- MERV (Medical Emergency Response Vehicle) Committee Meeting.
- Met with Pierce on new Engine.
- Met with Chief Swisher (Rapid Intervention Team SOP).
- Gave Automated External Defibrillator exhibition at Our Lady of the Lakes Catholic Church.
- Worked on 12 lead transmission (E-63).
- Monitored Advanced Cardiac Life Support (ACLS) at EVAC Ambulance.

**HUMAN RESOURCES DEPARTMENT** (Thomas Acquaro, Director) thru 02/20/2013

- Performance Evaluations processed: 4
- Deltona JOBS Program Folders
  - 2<sup>nd</sup> Floor lobby – (0) added
  - Total # of Deltona JOBS Program folders taken – 1,400
- Applications received:
  - (04) Water Operator
  - (04) Utility Systems Tech
  - (38) Parks Maintenance Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Corrected Munis errors in preparation for upgrade.
- Scheduled interviews for Utility Systems Tech.

- Background & drug screening for Public Works Tech & Stormwater Tech.
- New hire orientation (1): D. Seaman/Building Inspector – Plans Review.
- Sent Parks Maintenance Tech II applications to Department for review.
- Completed a Medical Support Order for (1) employee.
- Working with Aflac to resolve (3) employee policy issues.
- Updating Munis Job Class codes.
- Preparing for City’s Job Fair 2013: participated in a planning meeting with the City project team assigned to parking and the team assigned to logistics for the Job Fair.
- Coordinating with and registering prospective Job Fair employers.
- Coordinating “HR on the Road” for February at Fire Department.

**PARKS AND RECREATION DEPARTMENT** (Mark Manning, Assistant Director) thru 02/16/2013

**Administration:**

- Met with Jerry Mayes regarding set up for Job Fair on March 15<sup>th</sup>.
- Processed 13 permits for pavilion and field rentals.

**Facility Use Permits (02/10/13—02/16/13):**

• Deltona Community Center	3 permit issued	Weekly attendance – 813
• Harris M. Saxon Community Center	no permits issued	Weekly attendance – 231
• Wes Crile Park	2 permits issued	Weekly attendance – 1,934
• Skate Park	5 new passes	Weekly attendance – 401

**Special Events/Programs:**

- Harris M. Saxon Community Center: Boys and Girls Club after school program continues.

**City Leagues Currently Underway:**

- Men’s Polar Bear League has begun.
- Senior spring league begins in March.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball spring season has begun.
- Deltona Little League spring season has begun.
- Deltona Youth Soccer spring season has begun.
- Florida Basketball & Volleyball Association (FBVA) winter season has started.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.*

- Mowed, edged and weed-whacked: City Hall, Harris Saxon, Thornby Park, Veterans Memorial Park and Wes Crile.
- Campbell Park – Closed boardwalk and assessed vandalism damage; replaced vandalized boards/slats.
- Deltona Community Center – Repaired wind screen in Craft Building and re-attached thermostat in main hall.

- Dewey Boster – Removed and replaced light fixtures at concession stand that had been vandalized; re-attached netting on big field in preparation for opening day; prepped baseball area for opening day; repaired fence area.
- Timber Ridge – Sanded, primed and painted front entrance gates.
- Wes Crile Park – Repaired handles on restroom doors on back of gym; cleaned up area and removed debris around front entrance sign where construction is occurring.
- Miscellaneous:
  - Delivered tables to Dewey for Philadelphia Union fan fest.
  - Delivered tables to Wes Crile for Access West Volusia event.
  - Picked up supplies at Ace.
  - Continued to work on new deck entrance for old trailer.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the Chambers and other areas; emptying all trash and recycle bins; setting up Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replacing flags, replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures/notice boards (as requested) throughout City Hall; cleaning several refrigerators; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping and washing sidewalk and stairwells; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments, repairing damaged paper towel and toilet paper dispensers.*

- Escorted Air Mechanical for quarterly inspection.

**Sports Turf Maintenance:**

- Normal routine maintenance at: Dewey Boster Sports Complex, Baseball and Pony League Fields, Vann Park, Dupont Lakes, Wes Crile Park.
- Mowed Campbell, DuPont Lakes, Vann Park and Wes Crile Parks.
- Raked and lined fields at Dupont every day.
- Moved and then reset bleachers from Wes Crile and Pony League for soccer match.

**Sports Complex:**

- Mowed fields and Pony League.
- Repainted and set soccer fields for Philadelphia Union.
- Repaired fencing on fields 4 and 7.

**PLANNING & DEVELOPMENT SERVICES** (Chris Bowley, Director) thru 02/20/2013

**Executive Summary:**

The Planning and Development Services Department is focused on two major efforts – reopening the Community Redevelopment Area (CRA) Findings and Declarations of Necessity, and reaching out to special interest groups to find Very Low Income homebuyers for the NSP program. The former CRA effort is based on a meeting with the County providing clearer focus on the County's position. The latter is an effort to

contact the Veteran's Administration, the Council on Aging, the Salvation Army, and Catholic Charities to find very low income applicants. This effort centers upon finding permanent housing for either seniors or veterans.

**Planning:**

The Planning Section is completing updates to the Land Development Code following the February 11<sup>th</sup> Joint Meeting between the Commission and the Planning and Zoning Board. Staff fielded requests for additional research for matters such as parking space dimensions, the need for a Planning and Zoning Board Secretary, development review thresholds revisited, maximum building heights, minimum square footage for dwelling units, and the minimum separation distances between establishments with alcohol consumption on premises and other land uses, such as churches and schools.

**Housing & Community Development:**

The Housing and Community Development Section achieved an important milestone this week with the expenditure and drawdown of NSP 3 funds to meet the March 6<sup>th</sup> deadline. Staff is also preparing for the closings of several homes in NSP within the next month. Finally, staff compiled information and created a presentation for the Access West Volusia effort. Deltona hosted the event, which is a collection of agencies that provide social services to the community. Access West Volusia is a great concept designed to assist residents in need and providing reference resources for our residents to learn of various community assistance options available to them and to begin receiving that care.

**PUBLIC WORKS** (Glenn Whitcomb, Director) thru 02/15/2013

**Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 1 sign repair work ticket in the City.
  - Fabricated double sided signs for Job Fair – “First Aid”; “Preregistered”; and “Nonregistered”.
  - Fabricated and installed (1) 12”x 18” “Adopt a Street” sign and (1) 12”x 6” sub plaque “Cassaro Family” at two locations: 931 Hanford and 1090 Hanford.
- **Asphalt:**
  - Completed 4 asphalt repair work tickets – 2 tons.
  - Repaired cross cut on Citation for Stormwater – 4 tons.
  - Repaired road edge on Oxford for Stormwater – 4 tons.
- **Speed Trailer:**
  - Removed speed trailer at 805 Adler.
  - Installed speed trailer on Wolf Pack Run by the YMCA.
  - Installed speed trailer across from 2360 Captain Dr.
- **Message Board:**
  - Moved message board at Graves & Howland and placed it at Deltona Blvd & Doyle Rd; moved the message board at Saxon & Normandy and placed it at Providence & Doyle for the 5k Run event.
- **Thermoplastic Striping:**
  - 12” white crosswalks – 120’; 95’; 180’; 95’; 100’.

- **Miscellaneous:**

- City Hall – dropped off 20 cones to Parks & Recreation for the 5k event.
- Public Works depot – began moving supplies and equipment out of the sign shop into bay area to make way for new sign shop; moved scrap metal near sign shop to fenced area.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

- **Beautification:**

- Medians:
  - Howland Blvd and Providence Blvd – routine maintenance; sprayed RoundUp on mulch beds; applied fire ant killer on any mounds; checked and repaired irrigation.
  - Elkcam Blvd – removed trash.
- Miscellaneous:
  - Public Works depot – mowed; weed whacked; edged; used blower.

- **Concrete:**

- 1336 E Hancock – 8’x 4’; 1413 Linden – 15’x 4’.

- **Clam Truck:**

- Debris – 1
- Trimming – 5

- **Drop Offs:**

- 2248 Banbury – repaired drop off; installed ¼ pallets of sod.
- 2220 Danforth – placed ¼ pallet of sod at sidewalk repair.

- **Slope mowing:** 2272 Fernwood – 1150’; Alatka – 520’; Alatka & Beaty – 30’; 2280 Florida – 25’; 2241 Florida – 380’; 2221 Florida – 320’; 3006 Chamberlain – 120’; 1341 Begonia – 40’; 1367 Sacramento – 280’; 137 Sacramento – 80’; 1078 Algona – 80’; 389 W De Carlo – 200’; 1038 Grapewood – 120’; 1824 Kingway – 80’; Anderson & Tacoma – 120’; Fuller & Anderson – 360’; 544 Chestnut – 80’; 414 De Carlo – 120’.

- **Miscellaneous:**

- 1941 N Kingway – used stump grinder.
- 1569 Elkcam – removed mailbox post.
- City Wide – completed trash route.

**Fleet Maintenance Division:**

• Vehicles	PM – 5	Repairs – 11
• Equipment	PM – 1	Repairs – 21
• Fire Dept Station Checks	8	
• Road Calls	3	
• Parts Run/Vehicle Delivery	3	
• CDL Testing	1	

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

- **Construction Crew:**

- 150 Citation Av – installed 240’ of 15” HDPE pipe and tied into existing drainage box; built 2 drainage boxes with grate and ring; installed one prefab drainage box; mudded in drainage box and reshaped swales.

- Abby Ter & Overton St – completed reshaping swales and placed sod in swales; dug out road crossing for asphalt patch.
- 1620 Matheson – installed 100’ of 18” HDPE pipe; dug up road crossing; wrap all the joints on the concrete pipe; repaired one drainage box.
- **Drainage Area Maintenance (Aebi mowing):**
  - 1.2 acres maintained.
  - Drainage Right of Ways mowed – 625 Leland Dr; 989 9<sup>th</sup> St.
  - Ponds mowed – 2250 Enterprise/Osteen Rd; 926 Whitewood Dr; 850 Farrington Dr; 675 Malaga; 2036 Atmore Cir.
- **Right of Way Mowing Crew:**
  - Main roads mowed – Newmark Dr; Haulover Blvd; Captain Dr.
- **Right of Way Litter Crew:**
  - 767.25 gallons of litter removed.
  - Main road trash pickup – India Blvd; Courtland Blvd; Normandy Blvd; Elkcam Blvd; Ft Smith Blvd; Deltona Blvd; Cloverleaf Blvd; Anderson Dr.
  - Trash pickup in sectors – 1; 2; 3.
- **Miscellaneous:**
  - City Wide – watered twice newly laid sod at 657 Hartley; 1557 Seahorse; 936 Utica; 1235 Seybold Ter; Abby Ter.
  - Ledford Property – pumped water out of the pond at Ledford and pump into the empty pond to water the tree in the empty pond.
  - 1345 Gaynor Ct – removed downed tree that was cut down by the power company and hauled off.
  - 201 Howland Blvd – did maintenance on the aqua tech.
  - 2138 Gloria – Jetted pipe under driveway to clear the dirt out.

**UTILITIES** (Glenn Whitcomb, Director) thru 02/17/2013

**Customer Service**

<b>February 2013</b>	<b>Total week ending 2/17/13</b>
DW – Lockbox	1700
Ebox	1169
Call Center Calls	1007
Walk-ins/Drop Box	1062
On-line Payments	1236
IVR	538

**Customers Disconnected for Non-Pay**

<b>February 2013</b>	<b>Total week ending 2/17/13</b>
Total on Disconnect List	64
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

<b>February 2013</b>	<b>Total week ending 2/17/13</b>
Water Service	
Meter Sets	5
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	13
Locates Received	61
Locates Completed	56
Main Leaks	2
Service Leaks	5
Sewer Repairs	3
Sewer Blockage	2
KV2 Valves	7
Service Replacements	4
Meter Change Outs	3
Service Orders	459
Disconnects	64
Drainfield Leaks	
Meter Retirements	90